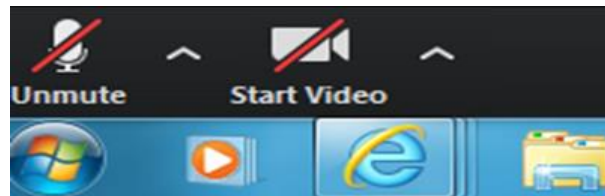


# Audio /Video Settings

Please make sure that your phone or computer is muted and that you have turned off your computer's camera.

To do this, hover over the bottom left-hand side of your screen and click “Mute” and “Stop Video”. Once both have been turned off, you should see this visual.



*A copy of this presentation is located on [LDOE INSIGHT Coordinator Portal](#) under Monthly DC Webinars folder/2019-20 Webinars (August 2019 – July 2020)*

**To Join the Webinar:** <https://ldoe.zoom.us/j/644587635>

**We will start the recording of this webinar now.**

# Louisiana Believes

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Special Education Reporting System

SER End of Year

March 12, 2020

This document can be downloaded via the [LDOE INSIGHT Coordinator Portal](#)

# Objectives

- Review benchmark calendar to meet data submission deadlines,
- Prepare LEAs to meet service terminations and special education activity exits
- Overview of the End of Year collection and other data reporting information

# Agenda

- Data Collection and Benchmark Calendar
- Service Termination and Special Education Activity Exits
- SER/SIS Exit Cross Check Report
- Post School Transition
- Communications and Support

# Agenda

- **Data Collection and Benchmark Calendar**

- Service Terminations Reasons
- Special Education Activity Exits
  - Terminal Exits
  - Non-Terminal Exits
- SER/SIS Exit Cross Check Report
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- Communications and Support

# Data Collection Calendar

**ALWAYS OPEN Collections**

**FALL Collections**

**SPRING Collections**

**END-OF-YEAR Collections**

Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
eScholar Uniq-ID, eScholar DirectMatch, Special Education Reporting (SER), Sponsor Site (SPS), Compass (CIS)											
	Oct 1 MFP/IDEA SPC, SIS, HTS					Feb 1 MFP SPC, SIS, HTS					
	K-3 Assessment										
	Oct 1 CLASS SPC, SIS, HTS, CUR, PEP								CVR SIS, PEP, CUR		
	TSDL Fall					TSDL Spring					
STS End-Of-Year (Prior Year)						STS Mid-Year			STS End-of-Year		
								SPC, SIS, HTS End-Of-Year			
PEP End-Of- Year (Prior year)									PEP End-of-Year		
AFR End-Of-Year (Prior Year)											
Dropout Corrections (SIS EOY Prior Year)											

# 2019-20 Benchmark Calendar

- Provides information to guide LEAs in submitting data for all data collection periods for each LDOE Application System. Action Items include Audits, Collection Open Dates, Collection Deadline Dates, File Extract Dates and other activities.
- Posted [HERE](#) and also posted on [LDOE INSIGHT Coordinator Portal](#) (under Announcements).
  - **Last update was 12-5-19**

## 2019-20 Benchmark Calendar

**Worksheet Descriptions:**  
**Benchmarks:** Action Items by collection/category for all systems  
**Key Dates:** Major Collection Dates and Key Terms  
**Systems tabs** (AFR, CIS, CUR, ECCS, eScholar, PEP, SER, SIS, ...TSDL, etc.)  
**Webinars & Trainings:** Data Coordinator Webinar dates/link and Statewide collaboration dates

To review specific information, **filter** the **Action Item** column by **COLOR**

Audits

Collection Open Dates

Collection Deadline Dates

Intermediate Benchmark Dates

Final Data Pulls and Report Runs

Month ▼ Date ▼ System ▼ Collection/Category ▼ Action Item ▼

In each tab, you can review specific information, by filtering the columns by COLOR, date, system, and collection:

- Benchmark tab - Lists year-long summary of action items for ALL systems
- Key Dates - Lists major collection dates and deadlines
- System tab - Lists action items by system by month

# Agenda

- Data Collection and Benchmark Calendar
- **Service Terminations Reasons**
- Special Education Activity Exits
  - Terminal Exits
  - Non-Terminal Exits
- SER/SIS Exit Cross Check Report
- Post School Transition
- Communications and Support



# **Service Termination and Special Education Activity Exits**

# Service termination and Special Education Activity Exits

A ***Service Termination*** reason and date is needed when a student is no longer receiving special education services from your individual LEA. The service termination reason should align with the reason services are no longer being provided.

A ***Special Education Activity*** reason and date is needed when a student is exiting completely from special education. If a student exits special education, close the special education activity with the appropriate exit reason.

- **Service Termination** Reasons tell why the student stopped receiving services (Terminating Services).
- **Exit Reasons** tell why the student exited Special Education (Sped Activity).

# Agenda

- Data Collection and Benchmark Calendar
- Service Termination and Special Education Activity Exits
- **Service Terminations Reasons**
- Special Education Activity Exits
  - Terminal Exits
  - Non-Terminal Exits
- SER/SIS Exit Cross Check Report
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# **Service Termination Reasons**

# Service Termination Reasons

Services should be terminated using the date when the student stopped receiving services. The Service Termination end date in SER should match the exit date in SIS.

The appropriate service termination reason should be entered for the student.

- Withdrawal of Parental Approval
- Progress Indicates Services No Longer Needed
- Health Prevents Continuation
- Moved/Transferred within the State/LEA
- Moved out of State
- Service Provider Change
- Revocation of Consent

# Service Termination Reasons: Withdrawal of Parental Approval

The LEA will use “**Withdrawal of Parental Approval**” as the service termination reason for each scenario listed below.

Parent refuses a re-evaluation – document refusal within the student’s evaluation

- **Special Ed. Activity Exit** = Transferred to Regular Education
- If parent refuses the **INITIAL Evaluation**, use the close jurisdiction tab in the evaluation section. Enter decline date on the Close Jurisdiction Tab

Student transfers to Home Study or Private School where services are not provided

- Change student to home study site code in SER (site code - xxx888 Special Education Support-NonPublic/Homeschooled)
- Change student to private school site code in SER (if applicable)
- **Special Ed. Activity Exit** = Transferred to Regular Education

Student drops out or whereabouts unknown.

- **Special Ed. Activity Exit** = Dropout

# Service Termination Reasons

## Progress Indicates Service No Longer Needed

The LEA will use “**Progress Indicates Services No Longer Needed**” as the service termination reason for each scenario listed below.

### High School Diploma

- Regular Assessment
- Alternate Assessment-Jumpstart
- Alternate Assessment-Grandfathered
- **Special Ed. Activity Exit** = HS Diploma (Reg. Assess/AA-Jumpstart/AA-Grandfathered)

### Certificate of Achievement

- **Special Ed. Activity Exit** = Certificate of Achievement

### Reached 22<sup>nd</sup> Birthday or Previously Earned Diploma

- **Special Ed. Activity Exit** = Reached 22<sup>nd</sup> Birthday or Previously Earned Diploma

Student Re-Evaluation is a **No Exceptionality** (use dissemination date as the exit date)

- **Special Ed. Activity Exit** = Transferred to Regular Education

# Service Termination Reasons

## Health Prevents Continuation

The LEA will use “**Health Prevents Continuation**” as the service termination reason for each scenario listed below.

### Health Issues

- **Special Ed. Activity Exit** = Transferred to Regular Education (if student is still receiving general education services)
- **Special Ed. Activity Exit** = Dropout (if student is not receiving general education services)

### Death

- **Special Ed. Activity Exit** = Death

# Service Termination Reasons

## Moved/Transferred Within/Out of State

The LEA will use “**Moved/Transferred within State/LEA**” as the service termination reason for each scenario listed below.

### Moved/Transferred within State/LEA

- If the student is moving to another school within your LEA
- **Special Ed. Activity Exit** = *Is not Required*
- If the student is moving to another LEA within the State of Louisiana
- **Special Ed. Activity Exit** = Is not Required

**\*\*\*Note\*\*\*** No Special Ed. Activity Exit is required unless the student never shows up at the new school. At that point the **Special Ed activity Exit** would be a dropout **not transferred to regular education.**

- **Special Ed. Activity Exit** = Dropout

### Moved Out of State

- You **MUST** receive a records request from an out of state school
- **Special Ed. Activity Exit** = Moved Out of State/Known to be Continuing

# Service Termination Reason

## Service Provider Change

The LEA will use “**Service Provider Change**” as the service termination reason for each scenario listed below.

### Service Provider Change

- When the service provider changes, close the current service and add a new service with new provider. Do **NOT** type over the previous provider to change the provider Information.
- No Further Exit Information Required
- If the student is moving to another school within your LEA, make sure to change the student’s jurisdiction and site code under the jurisdiction tab (enter start date and new provider SSN)

If the student has related services open

- **Terminate Services** = exit date is last full day at the previous site
- **Service Termination Reason** = Service Provider Change

# Service Termination Reason

## Revocation of Consent

When a Parent requests that **all** Special Education services be terminated.

- **Service Termination Reason** = Revocation of Consent
- **Special Ed. Activity Exit** = Revocation of Consent

If, at any time the subsequent to the initial provision of special education and related services, a parent/legal guardian revokes consent, in writing, for the student to no longer received special education and related services, make sure the parent/legal guardian has been properly informed that the student is no longer a student with a disability. To resume services, the student need an initial evaluation.

**Revocation of Consent – file a signed copy of the revocation of consent in the student's folder.**

- The signed revocation of consent should be provided to future LEAs if a request of special education records have been submitted.

# Dropout - cont'd

## Dropout

Students who did not exit special education through any of the other reasons in SER. This includes dropouts, transfer to adult education (in cases where students are required to drop out of the secondary educational program in order to pursue the LHSD certificate), expulsions, students who have been incarcerated or are in a rehab center **and not receiving services**, status unknown, students who moved and are not known to be continuing in another educational program within the state, and any other exit from special education.

# Dropouts - cont'd

The LEA will use “**Dropout**” as the service termination reason for each scenario listed below.

- Includes students no longer in a regular or special education program.
- Includes any student with no official notice of withdrawal.

Any student who exits special education and/or does not meet the definition of any of the other exit categories should be reported as a **Dropout**.

## **This includes students who:**

- Enroll in Adult Education or Vo-Tech not associated with the LEA (no Special Education Received) i.e. community college. Note: If Vo-Tech is part of the regular education curriculum, then this would be transferred to regular education.
- Joined the military.
- Pregnant (and are no longer in school).
- Married (and are no longer in school).
- If the student is a runaways, missing, and/or unknown.
- Exited the public school system and whereabouts are unknown.
- Have serious illness/injury (and are not receiving regular or special education).
- Left school to take a job.
- Incarcerated and no longer receiving special or regular education services.

# Dropouts

If a student has the following exits in SIS, they are considered a dropout in SER:

- 02 - Dropped out\*: Requires Dropout Reason Code
- 11 - Adult Education\*: Transfer out of parish school system to an adult education center
- 13 - Transferred to Vocational Technical School\*: Note: do not use this exit reason if the student is active in the Options Program
- 18 - No Show\*
- 19 - Exit from Non-mandatory Program: (i.e., if student already received a GED, diploma or Certificate of Achievement and came back for vocational training)
- 20 - Transfer to Early College Admission Program
- 34 - Correctional Institution/State Custody (ages 17 and above)\*: Student is not known to be receiving services.
- 35 - Transferred to LEA-monitored Adult Ed to pursue GED\*\*: Student intends to obtain GED
- 97 - Unknown\*: Student has exited school system and their status is currently unknown.

# Agenda

- Data Collection and Benchmark Calendar
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# **Special Education Activity Exits**

# Sped Activity Exit Reasons

- Transferred to Regular Education
- Death
- Dropped Out
- Moved Out of State/Known to be Continuing
- High School Diploma (Regular Assessment)
- High School Diploma (Alternate Assessment - Jumpstart)
- High School Diploma (Alternate Assessment - Grandfathered)
- Non-Diploma Certificate of Achievement
- Reached 22<sup>nd</sup> Birthday or Previously Earned Diploma
- Louisiana High School Equivalency Diploma (LHSD)
- Non-Diploma (LHSD) & Industry Based Skills Certificate
- Revocation of Consent
- Non-Diploma (LHSD) & State Approved Skills Certificate

# Sped Activity Exit Reasons

## Terminal Exit Reasons

- Death
- Reached 22nd Birthday or Previously Earned Diploma
- Revocation of Consent
  - Parent **MUST** sign a revocation of consent
- High School Diploma (Regular Assessment)
  - Student must be in the student transcript system with a graduation date entered after having met graduation requirements
  - Students must have taken the appropriate assessments

# Sped Activity Exit Reasons

## Terminal Exit Reasons

- Transferred to Regular Education
  - For students receiving all their education services from a regular education program.
    - Student remains in public school
    - Transfer to a non-public school or home study
      - Before exiting the student, change the student to a new site code on the jurisdiction page. The new site code is the non-public school site code or the home study site code for your parish (**XXX888**).
      - Unless the student no longer has an exceptionality, you must offer the student a reevaluation when triennial comes due.

# Sped Activity Exit Reasons

## Non-Terminal Exit Reasons

### Certificate of Achievement

- Student must have taken the alternate assessment (LEAP Connect/LAA1).
- Students who took ONLY the regular assessment are **NOT** eligible for COA

High School Diploma (Alternate Assessment - Jumpstart)

High School Diploma (Alternate Assessment - Grandfathered)

The student's IEP **MUST** reflect the assessment.

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- Post School Transition
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# **SER/SIS Exit Cross Check Report**

# SER/SIS Exit Cross Check Report

- Compares SER exit data to SIS exit data
  - Count date as of June 30th (last business day of the month of June)
  - Exits reported for students 14 and older
  - Compares only certain exits from SER
    - **High School Diploma (Regular Assessment)**
    - **Moved out of State/Known to be Continuing**
    - **Certificates of Achievement, LHSD**
    - **Death**
  - SER exit reason must be comparable to SIS exit reason

# SER/SIS Exit Cross Check Report

Example: Discrepancies displayed on Exit Cross Check Report:

Item number		SER Exit Date	SER Exit Reason	SIS Exit Reason
996	1	8/12/2010	Moved Out of State/Kwn to be Continuing	DID NOT RETURN TO SCHOOL BEFORE 10/01
993	2	11/16/2010	Moved Out of State/Kwn to be Continuing	TRANSFER TO PUB SCHOOL IN LOUISIANA
996	3	10/29/2010	Moved Out of State/Kwn to be Continuing	X
990	4	9/8/2010	High School Diploma	X
989	5	6/30/2010	Certificate of Achievement	X

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# Post School Transition

# Post-School Transition

A Post-School Transition (PST) Survey is required for the student's Initial Exit and the One Year follow up.

- Exit data has to be complete and correct before your PST data can be entered in to SER
- PST Missing Report **MUST** be blank
- If you cannot contact the student, enter “unable to contact”.

The Department has added enhancements to the SER system to integrate the new federal definition of Competitive Integrated Employment into the Post-School Transition (PST) Survey.

## **These enhancements include:**

- PST Survey questions will appear on the Post-School Transition page, when One Year Exit Follow-up is selected
- Each question will contain a dropdown box to select the answer offered by the student
- Work Type will populate based off of the answers from the PST Survey

LEAs should use the revised [Post School Transition](#) survey.

# Post-School Transition

The following Exit Reasons require a Post-School Transition:

- High School Diploma (Regular Assessment)
- High School Diploma (Alternate Assessment – Jumpstart)
- High School Diploma (Alternate Assessment – Grandfathered)
- Non-Diploma Certificate of Achievement
- Reached 22nd Birthday or Previously Earned Diploma
- Non-Diploma Louisiana High School Equivalency Diploma (LHSD)
- Non-Diploma LHSD & State Approved Skills Certificate
- Non-Diploma LHSD & Industry Based Skills Certificate
- Dropout

# Agenda

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# Superintendent's Weekly Newsletters

- The **Data** section provides information and reminders about data reporting.
- To subscribe, email [ldoecommunications@la.gov](mailto:ldoecommunications@la.gov)
- Previous issues of the newsletters are located [here](#).



# Who to contact for support

**Email the system data managers listed below if you need assistance with the collections.**

- Data Systems Manager: [Sherry.Randall@la.gov](mailto:Sherry.Randall@la.gov)
- Annual Financial Reporting (AFR): [Yaxin.Lu@la.gov](mailto:Yaxin.Lu@la.gov)
- Special Education Reporting (SER) & Teacher Student Data Link (TSDL):  
[Bernetta.Sims@la.gov](mailto:Bernetta.Sims@la.gov)
- Student Information System (SIS) and School Calendar (SPC) and Sponsor Site System (SPS) : [Tara.Baylot@la.gov](mailto:Tara.Baylot@la.gov)
- Student Transcript System (STS), Curriculum (CUR): [Barrett.Adams@la.gov](mailto:Barrett.Adams@la.gov)
- Profile of Educational Personnel (PEP): [Michael.Zanovec@la.gov](mailto:Michael.Zanovec@la.gov)
- Early Childhood CLASS: [Anantha.Lakkakula@la.gov](mailto:Anantha.Lakkakula@la.gov)
- eScholar Unique ID and eScholar DirectMatch: [Jayanthi.Sothirajah@la.gov](mailto:Jayanthi.Sothirajah@la.gov)
- 2019-20 System Enhancements: [Kaylie.Loupe@la.gov](mailto:Kaylie.Loupe@la.gov)
- School Finder and Principal and Superintendent Secure Portal assistance:  
[SystemSupport@la.gov](mailto:SystemSupport@la.gov)